



# City of Tempe

## QUALITY ASSURANCE COORDINATOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	407	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$66,902
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$90,318
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Quality Assurance Coordinator
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Professionals

### DISTINGUISHING CHARACTERISTICS

This assignment differs from the Chemist II classification due to the increased responsibility to maintain Quality Assurance/Quality Control (QA/QC) and develop scientifically sound, legally defensible processes, while keeping current with all new methods, rules, and regulations. An incumbent in this class is required to have a high degree of knowledge with laboratory QA/QC practices specifically as it applies to Drinking and Wastewater analyses.

### REPORTING RELATIONSHIPS

Receives direction from the Laboratory Supervisor or from other supervisory or management staff.  
May provide technical and functional direction to Chemist I and Chemist II staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of professional experience conducting chemical or biological analyses and interpreting applicable regulatory standards and methods in a laboratory environment. Three years of laboratory database experience. Previous experience in an environmental health-oriented water or wastewater laboratory is strongly preferred.
<i>Education:</i>	Bachelor's degree from an accredited college or university in chemistry, biology or a degree related to the core functions of this position.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. Provides professional and technical expertise to ensure laboratory procedures and processes adhere with applicable federal, state, local

regulations and standards. The Quality Assurance Coordinator is responsible for the Quality Assurance/Quality Control (QA/QC) program, documents and systems for the Water Quality Laboratory. Perform routine safety requirements and ensure all safety protocols are adhered to for the laboratory.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Coordinates and monitors the day-to-day requirements of the water quality assurance and control program to include Method Detection studies, standard operating procedures, QA Manuals, Safety, and data documentation.
- Interprets applicable regulatory standards, statutes, and regulations, assists in ensuring compliance, and monitors progress in meeting water quality standards.
- Provides professional and technical advice on laboratory, water quality and environmental compliance issues.
- Maintains and updates Water Quality Laboratory SOPs, Quality Assurance Manual, Safety Plan, Spill Prevention and Containment Plan, Chemical Hygiene Plan and other laboratory documents.
- Review and provide quality control on all laboratory data, chains of custody (COC), logbooks, log sheets, and chemical inventory lists.
- Check and track eye wash and shower stations, fire extinguishers, and lighting on a routine basis.
- Administer and manage the chemical inventory list, the Certification of the analytical balances, and the Certification of the laboratory's thermometers.
- Ensure proper chemical storage and disposal
- Perform internal audits of all laboratory functions and conduct reviews of data generated in the laboratory or from subcontract laboratory services.
- Implement quality control parameters including Method Detection Limit studies, Instrument Detection Limit studies, proficiency testing and employee training.
- Maintain and manage the laboratory's Arizona Department of Health Services (ADHS) license, including applications, audits, and correspondence.
- Represents the city and acts as a liaison to regulatory agencies, environmental groups, and technical committees by representing the city's interest and positions on proposed new regulations and standards.
- Stays current with changes in environmental regulations and uses the information to facilitate laboratory compliance.
- Ensure accuracy of all analytical laboratory and field data.
- Assist in operation of a variety of laboratory equipment including Spectrophotometers, pH meters, Ion Chromatograph, Gas Chromatographs, Cold Vapor Atomic Absorption Spectrometer,

Total Organic Carbon Analyzer, Inductively Coupled Plasma Mass and Optical Emission Spectrometers, balances, autoclaves, titrators, incubators, block digesters, distillation units, turbidimeters, colorimeters, selective ion probes, calculators, and computers.

- Update information in the Laboratory Information Management System (LIMS)
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate computers, calculators and other office machines (i.e. laboratory instrumentation);
- May work in a stationary position for considerable periods of time;
- May require extensive reading and close vision work;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc. (i.e. laboratory chemicals, but will be working under a hood);
- May require working extended hours.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective February 2020*